



CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

Inventory Management Clerk

Posting Number

PN# 111198

Department

Health & Human Services Department

Division

Neighborhood Services

Section

Women Infant and Children (WIC)

Reporting Location

8000 N. Stadium, 3rd Floor*

Workdays & Hours

M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES

Performs manual and clerical tasks in the ordering, purchasing, receiving, stocking, storing, issuance, distribution, maintenance and repair of various parts, tools, materials, supplies, equipment, inventory and/or surplus property.

CORE FUNCTIONS

- Receives, unloads, unpacks, shelves, distributes and delivers incoming parts, tool, materials, supplies, equipment, inventory, etc. May assist with moving and loading surplus property.
- Compares and verifies incoming inventory for quality, quantity, accuracy and suitability against invoices, purchase orders, packing slips, specifications, etc. May resolve discrepancies.
- Creates and maintains records, log, etc. of materials received, stored, issued, delivered or distributed. Performs data entry using a purchasing and inventory control system.
- Contacts vendors to obtain price quotes. Selects vendors and places orders for materials and supplies. Prepares requisitions and purchase orders. Performs follow-up to expedite delivery, receipt and payment of inventory and materials.
- Maintains storerooms, warehouses and storage areas in a clean, orderly, safe and secure condition. Ensures safety and security of materials supplies and property.
- Tracks tools, parts, equipment and inventory issued to and returned by workers. Searches for lost or misplaced tools and equipment.

WORKING CONDITIONS

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions of long periods of time.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a high school diploma or GED.

MINIMUM EXPERIENCE REQUIREMENTS

Three months of inventory control, materials management, record keeping or clerical experience is required. May require experience in operating a forklift and other motorized or non-motorized materials handling equipment.

MINIMUM LICENSE REQUIREMENTS

May require a valid Texas driver's license and compliance with the City of Houston's policy on driving (AP 2-2).

PREFERENCES

None

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

GRANT FUNDED POSITION

Grant positions are dependent upon continued available funds. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 9
\$800 - \$1,145 Biweekly \$20,800 - \$29,770 Annually

OPENING DATE

June 14, 2006

CLOSING DATE

June 27, 2006

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9496.

An equal opportunity employer

